

~~CONFIDENTIAL~~

1841-65

16 April 1965

MEMORANDUM FOR: Chief, Records Administration Staff, DD/S  
THROUGH : Chief, Administrative Staff, DD/S&T  
SUBJECT : Destruction of Inactive Records  
REFERENCE : HN

25X1

The following represents a breakdown of records destroyed by OCS during the recent Records Clean-up Campaign:

<u>Type of Records</u>	<u>Amt/Inches</u>
Obsolete Unofficial Forms (Unclassified)	3.5
Agency Publications (Info Copies)	6.0
Manufacturer's Literature (Unclassified)	746.0
Computer Printouts (Classified)	151.0
Input Data (Classified - Non-machine Language)	16.0
Punched Cards (Classified)	309.5
Old Memoranda (Classified)	268.8
Old Memoranda (Unclassified)	6.5
	<u>1,507.3 inches</u>
or	✓ 125.60 linear feet

25X1

OCS Records Administration Officer

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GROUP 1  
Excluded from automatic  
downgrading and  
declassification

SENDER WILL CHECK CLASSIFICATION TOP AND BOTTOM			
UNCLASSIFIED	<input checked="" type="checkbox"/>	CONFIDENTIAL	SECRET
CENTRAL INTELLIGENCE AGENCY OFFICIAL ROUTING SLIP			
TO	NAME AND ADDRESS	DATE	INITIALS
1	Ch, Admin Staff, DD/S&T	4/12/65	JK
2	Ch, Rcds Admin Staff, DD/S	4/20/65	830
3			
4			
5			
6			
ACTION		DIRECT REPLY	PREPARE REPLY
APPROVAL		DISPATCH	RECOMMENDATION
COMMENT		FILE	RETURN
CONCURRENCE	1,2	INFORMATION	SIGNATURE
Remarks:			
FOLD HERE TO RETURN TO SENDER			
FROM: NAME ADDRESS AND PHONE NO.			DATE
OCS Records Admin Officer			16Apr65
UNCLASSIFIED	<input checked="" type="checkbox"/>	CONFIDENTIAL	SECRET

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